



Announcing: Computer Fundamentals Training For Practitioners in Federal Courts

Get your staff prepared for CM-ECF

1-Day Training Session

Topics Include:

Personal Computer Fundamentals
Windows Operating System File Management
Web Browser Fundamentals
Email Fundamentals
Creating PDF files with Adobe Acrobat 6.0

**See Reverse Side for Full Course Outline*

Course Includes:

Training with Certified Instructor
Full Courseware Manuals
Web Based Course Content and Exercises (6 month access)
6-Month Retake Policy

Pricing:

\$125.00 per participant

*On-Site Delivery Available (Instructor Travel Additional)

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Only Microsoft Certified Partner for Learning Solutions in Mississippi

Overview

Participants will learn the basic skills necessary to operate and maintain a personal computer using Windows XP Professional as well as effectively utilize web browsers and create PDF files with Acrobat.

Lesson 1: Getting Started with Personal Computers

- Uses of Personal Computers
- Types of Personal Computers
- Common Computer Components
- How Personal Computers Work
- Start the PC

Lesson 2: Using a Personal Computer

- Log On to a PC
- Explore the Desktop with the Mouse
- Manipulate an Open Window
- Use Help and Support
- Adjust the Mouse

Lesson 3: Managing Folders and Files

- Folder and File Organization
- Access the Windows Explorer
- Use the Search Companion
- Work with Folders
- Work with Files
- Create Shortcuts
- Use the Recycle Bin

Lesson 4: Using Email

- Read New Email
- Send Email
- Respond to Email Messages
- Create a Contact

Lesson 5: Managing the Mailbox

- Delete Email Messages
- Create Mailbox Folders
- Save Email Messages
- Search for Email
- Manage Email Attachments
- Create a Distribution List

Lesson 6: Browse the Web

- Locate a Web Site
- Manage Favorites
- Save Web Site Content
- Configure General Browser Options

Lesson 7: Researching on the Internet

- Search for Information on the Internet
- Evaluate Information on the Internet
- Access Newsgroups
- Access Online Databases

Lesson 8: Creating PDF Documents

- Create PDF Documents from Word Documents
- Create PDF Documents Using the Print Command
- Create a PDF Document from Multiple Files